



**USAID/GUINEA & SIERRA LEONE IS ACCEPTING APPLICATIONS FOR THE FOLLOWING
POSITION : USAID PROJECT MANAGEMENT SPECIALIST (MALARIA)**

**Position is open to all Sierra Leone nationals and those eligible for permanent residence and authorization
to work in Sierra Leone**

JOB ANNOUNCEMENT NUMBER: SOL-636-18-00001

BASIC FUNCTIONS OF THE POSITION:

The USAID Guinea-Sierra Leone Country Office Malaria Specialist shall take initiative in assisting with the development and execution of the President's Malaria Initiative (PMI) in support of the USAID Sierra Leone Malaria Advisor. Responsibilities include regular contact and collaboration with senior counterparts in Sierra Leone's National Malaria Control Program of the Ministry of Health and Sanitation, other government ministries and agencies, a wide range of civil society and private organizations, other donor and international organizations, and other United States Government (USG) entities working in malaria prevention and control. The Specialist shall also assist in planning and carrying out tasks, resolving problems and conflicts, and in taking the necessary steps to meet deadlines; and will assist in management of contracts and grants, budgets, and develop planning documents and work plans. .

Education: A minimum of a Master's Degree in public health, international health, or social sciences from a recognized institution and/or clinical qualifications is required.

Work experience: A minimum of seven to ten years of progressively responsible experience in designing, implementing and managing malaria and other health programs in developing countries is required. Demonstrated technical leadership, program management, strategic planning, policy experience and problem solving skills working on complex projects in a highly sensitive environment are required.

Language Proficiency: Level IV English (fluent proficiency) both oral & written is required

DEADLINE TO RECEIVE APPLICATIONS: June 22, 2018, midnight Local Time

HOW TO APPLY: Interested applicants with existing work and/or Residency Permits MUST submit a complete application package which includes:

- ☐ A cover letter
- ☐ An AID 302-3 form or DS-174
- ☐ A detailed resume and
- ☐ 3 to 5 References.

To ensure consideration of applicants for the intended position, **please reference the solicitation number on your application**, and **as the subject line in any cover letter**, as well as using the address/delivery point specified in this solicitation

All the above mentioned documents are **REQUIRED**, must be **SIGNED**, prepared in **ENGLISH** and **should be addressed** as follows:

Attention

**Human Resources Office
USAID/Guinea**

By Email address: Conakrypscjobs@usaid.gov OR <http://freetown.usembassy.gov/job opportunities.html>

○ *Copy of the complete position description listing all duties and responsibilities can be found at USAID website <http://guinea.usaid.gov>*

○ *Form AID 302-3 can be found at: <http://www.usaid.gov/sites/forms> or internet <http://www.qsa.gov/Portal/qsa/ep/formslibrary/formType=ALL>*

Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID/Guinea

Interested candidates can pick up the complete solicitation at the Embassy reception

UNITED STATES ADDRESS :
USAID/GUINEA, Department of State
2110 Conakry Place, Washington DC 20521-2110
United States

INTERNATIONAL ADDRESS:
USAID/GUINEA, B.P. 603, c/o American Embassy
Transversale no. 2, Centre Administratif de Koloma
Commune de Ratoma, Conakry, GUINEE

Tel: (224) 655 10 40 00
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guinea@usaid.gov
www.usaid.gov



SOLICITATION NUMBER: SOL-636-18-00001

ISSUANCE DATE: May 23, 2018

CLOSING DATE/TIME: JUNE 22, 2018

Midnight local time (Guinea)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)** (based on Local Compensation Plan)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through VII** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

CHERYL WILSON
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** *SOL-636-18-00001*
2. **ISSUANCE DATE:** MAY 23, 2018
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** JUNE 22, 2018 Midnight, local time.
4. **POSITION TITLE:** PROJECT MANAGEMENT SPECIALIST (MALARIA)
5. **MARKET VALUE:** *Le 89,561,514-Le 134,342,263* equivalent to **FSN-11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of Sierra Leone. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** One year renewably annually for up to a total of five years, subject to availability of funds, satisfactory job performance, need of continued services and hiring freeze guidance.
7. **PLACE OF PERFORMANCE:** *Freetown, Sierra Leone* with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED:** Background check- Facility Access

9. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract:**

The USAID Guinea-Sierra Leone Country Office Malaria Specialist shall take initiative in assisting with the development and execution of the President's Malaria Initiative (PMI) in support of the USAID Sierra Leone Malaria Advisor. Responsibilities include regular contact and collaboration with senior counterparts in Sierra Leone's National Malaria Control Program of the Ministry of Health and Sanitation, other government ministries and agencies, a wide range of civil society and private organizations, other donor and international organizations, and other United States Government (USG) entities working in malaria prevention and control. The Specialist shall also assist in planning and carrying out tasks, resolving problems and conflicts, and in taking the necessary steps to meet deadlines; and will assist in management of contracts and grants, budgets, and develop planning documents and work plans.

2. Statement of Duties to be Performed:**1. Activity Development and Design (25%).**

Assist in the development of annual work plans in line with PMI objectives and goals, which include case-management of malaria, distribution of insecticide-treated nets, large-scale campaigns, intermittent preventive treatment of pregnant women (IPTp), indoor residual spraying (IRS), and developing information, education and communications materials to promote positive behavior change and the uptake of these interventions.

2. Management of Activity Implementation (25%).

The Malaria Specialist, in collaboration with the NMCP, and under the guidance of the PMI Resident Advisor in-country, will assist in management of projects being implemented under the PMI, specifically, manage and oversee services and deliverables provided by contractors and grantees in accordance with USAID program management regulations and procedures and practices, and making sound judgements related to the effective and efficient management of all activities. It also includes but is not limited to malaria prevention and control activities such as behavior change and communication activities, bed-net purchase and distribution through the existing health services and at the community level, anti-malarial drug purchase and distribution through the existing health services, IPTp coverage and the diagnosis and treatment of acute malaria, and IRS conducted under this initiative. The Malaria Specialist will also assist in monitoring and reporting the results of all PMI activities. The Malaria Specialist shall manage and oversee services and deliverables provided by contractors and grantees, in accordance with USAID program management regulations and procedures, and practices.

3. Monitoring and Evaluation (20%).

Monitoring and evaluation (M&E) is a key component of the PMI. The Malaria Specialist shall assist in developing a monitoring and evaluation plan in line with the PMI targets, as well as ensure that PMI partners develop project monitoring plans and report in a timely manner on their activities. It is also expected that the Malaria Specialist shall provide expert advice and practical experience in helping the MoHS, the NMCP and other partners to monitor inputs and outcomes, progress towards RBM goals, and how to execute the M&E plan jointly.

4. Partner Relationships. (20%)

Successful performance in this position depends upon establishing and maintaining productive collaborative relationships with a wide range of partners and stakeholders such as the MoHS, provincial governments, Global Fund, World Bank, World Health Organization, UK Department for International Development, UNICEF, other donors, non-government organizations, faith-based organizations, and the private sector. The Malaria Specialist shall, therefore, develop and maintain relationships with these partners and stakeholders in order to assure that all of USG PMI's activities are complementary with other malaria activities being implemented in Sierra Leone. The Malaria Specialist will participate in and at times technically support meetings hosted by the NMCP on malaria.

5. Coordination with Other PMI Personnel (10%)

The Malaria Specialist will be required to communicate regularly and work jointly with other members of the USAID Guinea-Sierra Leone Country Office Health Team, USAID Washington Global Health Bureau, CDC Sierra Leone and CDC Atlanta.

3. Supervisory Relationship:

The incumbent will be under the direct supervision of the US PSC PMI Advisor based in Sierra Leone.

4. Supervisory Controls: Supervision of other Mission staff is not contemplated.

10. AREA OF CONSIDERATION: All ordinary resident (or) applicants must have the required work and/or residency permits to be eligible for consideration.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. **POINT OF CONTACT: CHERYL WILSON, Supervisory Executive Officer at chewilson@usaid.gov or AMINATA CAMARA, HR Specialist, email at amcamara@usaid.gov.**

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: (20 points)

A minimum of a Master's Degree in public health, international health, or social sciences from a recognized institution and/or clinical qualifications is required.

Work Experience: (30 points)

A minimum of seven to ten years of progressively responsible experience in designing, implementing and managing malaria and other health programs in developing countries is required. Demonstrated technical leadership, program management, strategic planning, policy experience and problem solving skills working on complex projects in a highly sensitive environment are required.

Knowledge: (20 points)

The Project Management Specialist must have thorough understanding of the goals, objectives, priorities, strategies, and management structure of USAID in Sierra Leone and the President's Malaria Initiative globally and in Sierra Leone. Also needs to have detailed understanding of the FY17 Malaria Operational Plan. Detailed specialist knowledge in malaria is required including but not limited to vector control, entomology, clinical case management of malaria, and epidemic surveillance and forecasting. Must bring knowledge on how to work effectively with persons from diverse cultural backgrounds in-country and at USAID and the embassy; and have the ability to navigate and manage politically sensitive issues related to malaria control. Must also bring knowledge related to a wide range of partners and stakeholders such as the MoHS, provincial governments, the Global Fund, World Bank, World Health Organization, UK Department for International Development, UNICEF, the private sector, non-government organizations and faith-based organizations working on malaria.

Skills and Abilities: (20 points)

The Project Management Specialist must have the ability to analyze complex information within the discipline of malaria including diagnostic tests, malaria treatments, and preventive therapy for pregnant women, insecticide-treated mosquito nets, and indoor residual spraying. Proven skills are needed to be able to handle complex and varied tasks that will change from week to week. Complex problems will vary considerably requiring evaluation of new or conflicting factors.

Language: (10 points)

Level IV English (fluent proficiency) both oral & written is required.

TOTAL: 100 POINTS

III. EVALUATION AND SELECTION FACTORS

Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: Education (20 points); Work Experience (30 points); Knowledge (20 points), Skills & Abilities (20 points); Language (10 points).

PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form **AID 302-3**. The submitted form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the form AID302-3. Form AID 302-3 is available on USAID Website:
<http://www.usaid.gov/forms>
2. Offers must be received by the closing date and time specified in **Section I, item 3**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

IV. INSTRUCTIONS TO APPLICANTS:

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The Selection Committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner. All applicants must complete the attached Application for Employment (AID 302-3) and submit a cover letter outlining their relevant qualification and experience for the position.

For your application to be considered, the following documents must be submitted:-

1. Letter of application/cover letter.
2. Eligible offerors are required to complete and submit the offer form **AID 302-3**, "Offeror Information for Personal Services Contracts," available at
<http://www.usaid.gov/forms>.
3. Current resume/CV.
4. Offers must be received by the closing date and time specified in **Section I, item 3**.
5. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
6. Application must be submitted **ONLY** via conakrypscjobs@usaid.gov and the email subject must state: **SOL-636-18-000001-Sierra Leone PROJECT MANAGEMENT SPECIALIST (MALARIA)**.

7. Please submit the application only once.

8. Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at midnight local (Sierra Leone).

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following Security Clearance request form (OF-174)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - 13th month bonus
 - Annual leave bonus
2. ALLOWANCES (as applicable):
 - Transportation
 - Meal
 - Family
 - Miscellaneous

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” includes **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.